

# 6 Special Programs

## 610 Global Direct Service

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### 611 Global Direct — Mexico

#### 611.1 Description

Global Direct — Mexico is an international mail service that is available on the basis of a service agreement between the Postal Service and a qualifying mailer. Under this service a mailer may enter letter mail, publications, and direct mail items that meet applicable eligibility, makeup, and preparation requirements. The Postal Service transports the items for entry into Mexico's domestic mail system.

#### 611.2 Qualifying Mailers and Mailing Locations

##### 611.21 Qualifying Mailers

Qualifying mailers must agree to mail a minimum of 750 pounds for delivery to Mexican addresses per mailing per mail category. All tendered mailpieces must conform to the applicable makeup and preparation requirements.

##### 611.22 Mailing Locations

Mailings may be deposited only at the following offices as specified in the service agreement:

New York:

JOHN F KENNEDY AIRPORT MAIL CENTER  
US POSTAL SERVICE  
JOHN F KENNEDY INTERNATIONAL AIRPORT BLDG 250  
JAMAICA NY 11430-9998

## Florida:

MIAMI INTERNATIONAL SERVICE CENTER\*  
US POSTAL SERVICE  
11690 NW 25TH ST  
MIAMI FL 33172-1702

MIAMI PROCESSING AND DISTRIBUTION CENTER  
US POSTAL SERVICE  
2200 NW 72ND AVE  
MIAMI FL 33152-9997

## Texas:

DALLAS INTERNATIONAL SERVICE CENTER  
US POSTAL SERVICE  
15050 TRINITY BLVD  
FORT WORTH TX 76155-3203

## Illinois:

CHICAGO OHARE INTERNATIONAL ANNEX  
US POSTAL SERVICE  
514 EXPRESS CENTER DR  
CHICAGO IL 60688-9998

## California:

SAN FRANCISCO ISC  
US POSTAL SERVICE  
2650 BAYSHORE BLVD  
DALY CITY CA 94013-1631

WORLDWAY AIRPORT MAIL CENTER  
US POSTAL SERVICE  
21750 ARNOLD CENTER RD  
CARSON CA 90810-9998

\*Only plant-verified mail is transported to these facilities by the mailer.

611.3 **Postage**611.31 **Rates**

The rate of postage is determined by mail category, item weight, and item size.

**Letter Mail**

<b>Weight of Single Piece Up To: (grams)</b>	<b>Postal Coded</b>	<b>Non-Postal Coded</b>
20	\$0.327	\$0.406
30	0.406	0.495
40	0.420	0.510
50	0.485	0.585
60	0.513	0.613
70	0.578	0.688
80	0.592	0.702
90	0.688	0.818
100	0.702	0.832
110	0.802	0.942
120	0.816	0.956
130	0.830	0.970
140	0.844	0.985
150	0.858	0.999
160	0.873	1.013
170	0.887	1.027
180	0.901	1.042
190	0.915	1.056
200	0.930	1.070
250	1.094	1.245
300	1.165	1.316
350	1.357	1.528
400	1.429	1.599
450	1.611	1.802
500	1.682	1.873
600	2.218	2.378
700	2.360	2.521
800	2.502	2.663
900	2.645	2.805
1000	2.787	2.948

**Direct Mail A**

<b>Weight of Single Piece Up To: (grams)</b>	<b>Postal Coded</b>	<b>Non-Postal Coded</b>
20	\$0.226	\$0.350
30	0.283	0.437
40	0.295	0.450
50	0.308	0.513
60	0.364	0.539
70	0.377	0.612
80	0.389	0.625
90	0.402	0.687
100	0.414	0.700
110	0.471	0.917
120	0.484	0.930
130	0.496	0.942
140	0.509	0.955
150	0.521	0.967
160	0.534	0.980
170	0.546	0.992
180	0.559	1.005
190	0.571	1.017
200	0.584	1.030
250	0.717	1.195
300	0.780	1.258
350	0.904	1.411
400	0.967	1.473
450	1.091	1.555
500	1.154	1.618
600	1.367	1.882
700	1.492	2.007
800	1.617	2.132
900	1.742	2.257
1000	1.867	2.382

**Direct Mail B**

<b>Weight of Single Piece Up To: (grams)</b>	<b>Postal Coded</b>
1100*	\$3.417
1200	3.548
1300	3.678
1400	3.808
1500	3.938
1600	4.069
1700	4.199
1800	4.329
1900	4.460
2000	4.590
2100	5.700
2200	5.830
2300	5.960
2400	6.090
2500	6.221
2600	6.351
2700	6.481
2800	6.611
2900	6.742
3000	6.872
3100	7.982
3200	8.112
3300	8.242
3400	8.373
3500	8.503
3600	8.633
3700	8.763
3800	8.894
3900	9.024
4000	9.154
4100	10.264
4200	10.394
4300	10.524
4400	10.655
4500	10.785
4600	10.915
4700	11.046
4800	11.176
4900	11.306
5000	11.436

\* Minimum weight per piece is over  
1000 grams.

**Publications**

<b>Weight of Single Piece Up To: (grams)</b>	<b>Postal Coded</b>	<b>Non-Postal Coded</b>
250	\$0.661	\$1.195
300	0.723	1.258
350	0.874	1.411
400	0.937	1.473
450	1.019	1.555
500	1.081	1.618
550	1.191	1.838
600	1.235	1.882
650	1.447	1.963
700	1.490	2.007
750	1.572	2.088
800	1.615	2.132
850	1.697	2.213
900	1.740	2.257
950	1.822	2.338
1000	1.865	2.382
1050	2.107	
1100	2.172	
1150	2.237	
1200	2.301	
1250	2.366	
1300	2.430	
1350	2.495	
1400	2.560	
1450	2.624	
1500	2.689	

**611.32 Volume Discount**

Global Direct revenue may be added to the ISAL/IPA total for the purpose of determining the discount earned. However, the discount will not be applied to the Global Direct — Mexico published rates.

**611.33 Size and Weight Definition**

Every item must meet size and weight requirements for its mail category. The size and weight standards are as follows:

**Letter Mail**

Weight		Length		Width	
Maximum		Minimum	Maximum	Minimum	Maximum
1000 grams (35.3 oz.)		114 mm (4.44 in.)	458 mm (17.86 in.)	81 mm (3.16 in.)	324 mm (12.63 in.)

**Direct Mail A**

Weight		Length		Width	
Maximum		Minimum	Maximum	Minimum	Maximum
1000 grams (35.3 oz.)		114 mm (4.44 in.)	458 mm (17.86 in.)	81 mm (3.16 in.)	324 mm (12.63 in.)

**Direct Mail B**

Weight		Length		Width	
Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Over 1000 grams (35.3 oz.)	5000 grams (176.3 oz.)	114 mm (4.44 in.)	458 mm (17.86 in.)	81 mm (3.16 in.)	324 mm (12.63 in.)

**Publications**

Weight			
Maximum			
Postal Coded — 1500 grams (52.95 oz.) Non-Postal Coded — 1000 grams (35.3 oz.)			
Length		Width	
Minimum	Maximum	Minimum	Maximum
114 mm (4.44 in.)	458 mm (17.86 in.)	81 mm (3.16 in.)	324 mm (12.63 in.)

**611.34 Postage Payment Method**

Postage must be paid through an advance deposit account. Items must bear an authorized Global Direct — Mexico postal indicia. USPS domestic indicia must not be used.

**611.35 Postage Statement**

Mailers must complete PS Form 3659, *Postage Statement — Global Direct — Mexico*. A separate postage statement must be prepared for each individual mailing.

**611.36 Preparation Requirements**

Sorting requirements for all three categories of mail (letters, publications, direct mail) are identical. Items must be sequenced in ascending postal code order and prepared according to the separations listed in the Global Direct — Mexico sortation plan as in the service guide. Letter-size items must be presented in USPS letter trays. Flat-size items must be presented in bundles. Both letter trays and bundles must be placed on pallets. For specific sorting and labeling requirements for Global Direct — Mexico, instructions will be provided as part of the service agreement.

**611.4 Ancillary Services****611.41 Global Direct Mailbox Service**

This service provides for the return of Mexican business reply mail to a specific address in Mexico, and then the Postal Service forwards items to the mailer in the United States. Detailed specifications for this service will be provided as part of the application process. The rate for this service is \$0.40 per item returned.

**611.42 Return of Undeliverable Mail**

This service provides for the return of letter mail and publications that are undeliverable. Mailers using a Mexican indicia and Mexican return address may have undeliverable items returned to the United States in bulk. The sender must endorse items “Return Requested” and use the return address specified by the Postal Service. The rate for this service is \$1.75 per pound or fraction of a pound for the total number of items returned at a single time.

**611.5 Service Agreement**

Before the first mailing, mailers must submit a completed PS Form 3681, *Global Direct Service Agreement*, 14 business days prior to their planned mailing date. Concurrent with the establishment of the agreement, instructions are issued to the designated post office of entry regarding the acceptance and verification of the prospective customer’s mailpieces.

**611.6 Advance Notification**

Mailers interested in using Global Direct — Mexico service must complete PS Form 3682, *Notification of Mailing*, 5 business days prior to the planned mailing date. PS Form 3682 can be found in Publication 526, *Global Direct Service Guide*, or on the USPS Web site.

**612 Global Direct — Canada Admail****612.1 Description**

Global Direct — Canada Admail is an international mail service that is available on the basis of a service agreement between the Postal Service and a qualifying mailer. Under this service, a mailer must enter identical printed matter items that meet the applicable eligibility, makeup, and preparation requirements for Canadian Post domestic Addressed Admail service. The Postal Service transports the items to Canada for entry into that country's domestic mail system. The mailer is responsible for ensuring that the items meet Canada Post Corporation's makeup and preparation requirements.

**612.2 Qualifying Mailers and Mailing Locations****612.21 Qualifying Mailers**

Qualifying mailers must agree to mail a minimum of 25,000 Admail items or 250 pounds with at least 1,000 pieces per mailing. All tendered mailpieces must conform to the applicable makeup and preparation requirements for Canadian domestic mail, as specified by Canada Post Corporation (CPC). CPC-certified sortation and address accuracy software is required.

**612.22 Mailing Locations**

Mailings may be deposited only at the following offices as specified in the service agreement:

JOHN F KENNEDY AIRPORT MAIL CENTER  
JOHN F KENNEDY INTERNATIONAL AIRPORT  
BUILDING 250  
JAMAICA NY 11430-9998

NEW JERSEY INTERNATIONAL BULK MAIL CENTER  
US POSTAL SERVICE  
80 COUNTY RD  
JERSEY CITY NJ 07097-9998

BUFFALO AUXILIARY SERVICE FACILITY  
BUFFALO PROCESSING AND DISTRIBUTION CENTER  
1200 WILLIAM ST  
BUFFALO NY 14240-9998

DETROIT PROCESSING AND DISTRIBUTION CENTER  
US POSTAL SERVICE  
1401 W FORT  
DETROIT MI 48233-9997

AMC O'HARE INTERNATIONAL ANNEX  
US POSTAL SERVICE  
3333 MOUNT PROSPECT RD  
FRANKLIN PARK IL 60131-1347

SEATTLE PROCESSING AND DISTRIBUTION CENTER  
 US POSTAL SERVICE  
 2454 OCCIDENTAL AVE S  
 SEATTLE WA 98134-9997

### 612.3 Postage

#### 612.31 Rates

The rate of postage is determined by size, weight, and level of the items being mailed as specified in [Exhibit 612.3](#). Global Direct postage dollars may be added to the ISAL/IPA total for the purpose of determining the discount earned; however, the discount will not be applied to the Global Direct — Canada published rates.

Exhibit 612.3

#### Canada Admail Rates

Letter Carrier Presort (LCP)	Standard	Large
Up to First 1.76 oz. (0.11 lbs.) (50 grams)		
Delivery Mode Direct	\$0.216	\$0.267
Delivery Facility	0.245	0.296
DCF	0.245	0.296
Residue	0.304	0.354
Over 1.76 oz. (0.11 lbs.) (50 grams)	0.548	0.713
Per additional pound		
National Distribution Guide (NDG)	Standard	Large
First 1.76 oz. (0.11 lbs.) (50 grams)	\$0.275	\$0.325
Over 1.76 oz. (0.11 lbs.) (50 grams)	0.548	0.713
Per additional pound		

**Note:** An extra charge of 3.5 cents may be charged for the number of items not meeting address accuracy requirements.

Mailers spending \$2 million or more for IPA, ISAL, and Global Direct — Canada Admail will receive a 5 percent discount. Mailers spending over \$5 million receive a 10 percent discount and a 15 percent discount for over \$10 million. The discount is calculated on the mailing statement.

612.32 **CPC Size Definitions**

Every item must meet size and weight requirements for its type. The size standards are as follows:

	Weight and Size Limits		
	Length	Width	Thickness
<b>Cards/Envelopes</b>			
Standard (Short/Long) Items			
Minimum	5 1/2 in. (140 mm)	3 9/16 in. (90 mm)	.007 in. (0.18 mm.)
Maximum	9 5/8 in. (245 mm)	5 7/8 in. (150 mm)	3/16 in. (5 mm)
Large (Oversized) Items	14 7/8 in. (380 mm)	10 9/16 in. (270 mm)	13/16 in. (20 mm)
<b>Other Items *</b>			
Standard (Short/Long) Items			
Minimum	3 15/16 in. (100 mm)	2 3/4 in. (70 mm)	.007 in. (0.18 mm)
Maximum	9 5/8 in. (245 mm)	5 7/8 in. (150 mm)	3/16 in. (5 mm)
Large (Oversized) Items	14 7/8 in. (380 mm)	10 9/16 in. (270 mm)	13/16 in. (20 mm)
<b>Maximum Weight</b>	<b>17.6 oz. (500 grams)</b>		

\* Other items are defined as items other than cards and envelopes.

612.33 **Postage Payment Method**

Postage must be paid through an advance deposit account. Qualifying mailers have the option of placing a CPC permit imprint on their mailpieces in combination with a Canadian return address or a customer specific USPS permit imprint in combination with a domestic U.S. return address.

612.34 **Postage Statement**

Mailers must compute the total postage on PS Form 3656, *Postage Statement — Global Direct Canada Admail*, furnished by the Postal Service. A separate postage statement must be prepared for each individual mailing.

612.4 **Preparation Requirements**

Mailers are responsible for ensuring that items tendered under the Global Direct — Canada Admail service comply with CPC's domestic mail preparation requirements.

## 612.5 Ancillary Services

### 612.51 Business Reply Service

This service provides for the return of Canadian business reply mail through the Postal Service to a specified address in Canada. Detailed specifications for this service are contained in Publication 524, *Global Direct — Canada Admail Service Guide*. The rates for this service are \$0.45 for items not weighing over 1.06 ounces (30 grams) and \$0.65 for items weighing over 1.06 ounces (30 grams) but not over 1.76 ounces (50 grams).

### 612.52 Return of Undeliverable Mail

Mailers using a Canadian identity (Canadian indicia and return address) may have undeliverable items returned to the U.S. through a Canadian return address. The sender must endorse items "Return Postage Guaranteed" and use the return address specified by the Postal Service. The rates are:

Weight (not over)	Rate
3.52 oz. (100 grams)	\$0.80
7.04 oz. (200 grams)	1.32
17.60 oz. (500 grams)	2.09

If a U.S. permit is used, returned items are subject to the applicable surface printed matter postage that would have been paid from the United States to Canada.

### 612.6 Advance Notification

Mailers who are interested in using the Global Direct — Canada Admail service must furnish the following information to the Postal Service at least 10 business days prior to their first planned mailing date:

- Customer's name and address.
- Proposed initial mailing date and frequency.
- Mailing location.
- The type of items, including size and weight, that will be mailing.
- Number of items in the proposed mailing.
- Mail sort option used.
- The mailing equipment that the customer intends to use to prepare items.
- Ancillary services used.

All correspondence pertaining to Global Direct — Canada Admail service should be directed to:

MANAGER CUSTOMER SOLUTIONS  
INTERNATIONAL BUSINESS  
US POSTAL SERVICE  
1735 NORTH LYNN STREET  
ARLINGTON VA 22209-6021

**612.7 Service Agreement**

Based on the mailer's input, the Postal Service prepares a service agreement to cover the projected mailing(s). This agreement stipulates the conditions of mailing. Concurrent with the preparation of the service agreement, instructions are issued to the designated post office of entry regarding the acceptance and verification of the prospective customer's mailpieces.

**613 Global Direct — Canada Publications Mail****613.1 Description**

Global Direct — Canada Publications Mail is an international mail service that is available on the basis of a service agreement between the Postal Service and a qualifying mailer. Under this service, a mailer must enter newspaper and periodical items that meet the applicable eligibility, makeup, and preparation requirements for Canada Post's domestic Publications Mail. The Postal Service transports the items to Canada for entry into Canada's domestic mail system. The mailer is responsible for ensuring that the items meet Canada Post's makeup and preparation requirements.

**613.2 Qualifying Mailers and Mailing Locations****613.21 Qualifying Mailers**

Qualifying mailers must agree to mail a minimum of 10,000 items or 250 pounds for delivery to Canadian addresses per mailing. All tendered mailpieces must conform to the applicable eligibility, makeup, and preparation requirements for Canadian domestic mail, as specified by Canada Post. Specialized sortation software and address accuracy software that is recognized by Canada Post is required.

**613.22 Mailing Locations**

Mailings may be deposited only at the following offices as specified in the service agreement:

JOHN F KENNEDY AIRPORT MAIL CENTER  
JOHN F KENNEDY INTERNATIONAL AIRPORT  
BUILDING 250  
JAMAICA NY 11430-9998

NEW JERSEY INTERNATIONAL BULK MAIL CENTER  
US POSTAL SERVICE  
80 COUNTY RD  
JERSEY CITY NJ 07097-9998

BUFFALO AUXILIARY SERVICE FACILITY  
BUFFALO PROCESSING AND DISTRIBUTION CENTER  
1200 WILLIAM ST  
BUFFALO NY 14240-9998

DETROIT BULK MAIL CENTER  
US POSTAL SERVICE  
17500 OAKWOOD BLVD  
ALLEN PARK MI 48101-9755

CHICAGO OHARE INTERNATIONAL ANNEX  
 US POSTAL SERVICE  
 514 EXPRESS CENTER DR  
 CHICAGO IL 60688-9998

SEATTLE BULK MAIL CENTER  
 US POSTAL SERVICE  
 34301 9TH AVE S  
 FEDERAL WAY WA 98003-6721

### 613.3 Postage

#### 613.31 Rates

The rate of postage is determined by the weight and level of sortation of the items mailed, as specified below:

Letter Carrier Presort (LCP)	Rate
Up to First 7.04 oz. (0.44 lbs.) (200 grams)	
Delivery Mode Direct	\$0.259
Delivery Facility	0.295
DCF	0.295
Residue	0.462
Over 7.04 oz. (0.44 lbs.) (200 grams)	0.555
Per additional pound	
National Distribution Guide (NDG)	Rate
First 3.52 oz. (0.22 lbs.) (100 grams)	\$0.347
Over 3.52 oz. (0.22 lbs.) (100 grams)	0.720
Per additional pound	

Global Direct postage dollars may be added to the ISAL/IPA total for the purpose of determining the discount earned; however, the discount will not be applied to the Global Direct — Canada published rates.

#### 613.32 Canada Post Size Definition

Size	Minimum	Maximum
Per piece	5.5 in. x 3.35 in. x .007 in.	N/A
Per bundle	N/A	Length + girth: 78.7 in. Greatest dimension: 23.6 in. Height: 7.8 in.
Per roll	N/A	Length + 2 x diameter: 41 in. Greatest dimension: 35.4 in.
Per folded newspaper	N/A	14.25 in. x 11 in. x 6.4 in.

  

Weight	Minimum	Maximum
Per piece	N/A	3 lbs.
Per bundle	N/A	55 lbs.

**613.33 Postage Payment Method**

Postage must be paid through an advance deposit account. Qualifying mailers must have the following information printed on one of the first five or last five pages of each newspaper or periodical issue:

- a. The words “Agreement Number 03429792.”
- b. The Canadian address to which change of address information and the address blocks of undeliverable copies should be sent. (The Postal Service will provide this address if the mailer does not have a Canadian return address.)

If the publication is mailed under cover, the information outlined above must be clearly visible on the outside of the envelope or, if clear-wrapped, on the front or back cover of the publication.

**613.34 Postage Statement**

Mailers must complete the total postage on PS Form 3651, *Postage Statement — International Permit Imprint Mail or Bulk Letters to Canada with Permit Imprint or Postage Meter Affixed*, and attach a completed worksheet, PS Form 3658, *Global Direct — Canada Publications Mail*. Both of these forms are provided by the Postal Service. A set of separate postage statements must be prepared for each individual mailing.

**613.4 Preparation Requirements**

Mailers are responsible for ensuring that newspapers and periodicals tendered under the Global Direct — Canada Publications Mail service comply with Canada Post's domestic mail preparation requirements.

**613.5 Ancillary Services****613.51 Business Reply Service**

This service provides for the return of Canadian business reply mail through the Postal Service to a specified address in Canada. Detailed specifications for this service are contained in Publication 524-A, *Global Direct — Canada Admail Service Guide*. The rates for this service are:

- a. \$0.45 for items weighing 1.06 ounces (30 grams) or less.
- b. \$0.65 for items weighing more than 1.06 ounces (30 grams) but not more than 1.76 ounces (50 grams).

**613.52 Return of Undeliverable Mail**

Only the address block of the publication will be returned. The rate for this service is \$0.50 per address block returned.

**613.6 Service Agreement**

Before the first mailing, mailers must complete and submit PS Form 3681, *Global Direct Service Agreement*, 14 days prior to their planned mailing date. The Global Direct Service Agreement can be found in Publication 524-A, *Global Direct — Canada Admail Service Guide*, or on the Postal Service Web

site. Concurrent with the establishment of the agreement, instructions are issued to the designated post office of entry regarding the acceptance and verification of the prospective customer's mailpieces.

#### 613.7 **Advance Notification**

Mailers who are interested in using Global Direct — Canada Publications Mail service must complete PS Form 3682, *Global Direct Notification of Mailing*, 5 days prior to their planned mailing date. The Record of Mailing can be found in Publication 524-A, *Global Direct — Canada Admail Service Guide*, or on the Postal Service Web site.

## 620 **Global Package Link**

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### 621 **Description**

#### 621.1 **General**

Global Package Link is a bulk mailing system that provides fast and economical international delivery of packages containing merchandise. Global Package Link is designed to make it easier and less costly for mailers to export goods. The Postal Service provides Global Package Link on a destination country-specific basis pursuant to the terms and conditions stipulated in 620 and the Individual Country Listings.

#### 621.2 **Admissible Items**

##### 621.21 **Prohibited Enclosures**

Global Package Link packages may not contain:

- a. Typewritten and handwritten communications having the character of current correspondence.
- b. Any item that is prohibited in international mail. Refer to the Country Conditions of Mailing in the Individual Country Listings for individual destination country prohibitions.

##### 621.22 **Exceptions**

Global Package Link packages may contain an invoice as long as the invoice is limited to the particulars that constitute an invoice.

#### 621.3 **Availability**

Global Package Link service is available only to Argentina, Australia, Austria, Belgium, Brazil, Canada, Chile, China, Denmark, Finland, France, Germany, Greece, Hong Kong, Ireland, Italy, Japan, Luxembourg, Mexico, the Netherlands, Portugal, Singapore, Spain, Sweden, and the United Kingdom.

## 622 **Qualifying Mailers**

### 622.1 **General**

#### 622.11 **Qualifications**

To qualify for Global Package Link service, a mailer must:

- a. Send a minimum of 200 pieces or 50 pounds per mailing.
- b. Electronically send required parcel information to the Postal Service.
- c. Meet the general and specific preparation requirements for each country.
- d. Designate the Postal Service as its carrier of choice to each country for which it uses Global Package Link service.
- e. Enter into a service agreement with the Postal Service.

#### 622.12 **Service Agreements**

Each service agreement must contain the following:

- a. An acknowledgement that combined volumes to GPL destination countries must total at least 10,000 packages in any complete year of mailing, or an \$11 per package surcharge will be applied as stated in 623.444.
- b. The mailer's commitment to provide the required information and a statement of what, if any, optional information it will provide under 626.422.
- c. The mailer's intention, if desired, to use the electronic data interchange or manifesting assistance technical support service under 622.23.

#### 622.13 **Wholesaler Service Agreements**

Each wholesaler must enter into the service agreement for wholesalers.

### 622.2 **Linking Information Systems**

#### 622.21 **General**

The mailer must be able to electronically send parcel information to the Postal Service so that (1) the Postal Service and the mailer can exchange data transmissions concerning the mailer's packages and (2) by scanning the mailer-provided barcode on each package, the Postal Service can extract, on an as-needed basis, the following information about the contents of each package to produce necessary customs forms and package labels and to provide tracking and tracing:

- a. Order number.
- b. Package identification number.
- c. Delivery option used for package if more than one level of service is available.
- d. Buyer's name and address.
- e. Recipient's name, address, and post code.

- f. Total weight of package.
- g. Total value of package contents.
- h. Total number of items in each package.
- i. Numbers of each item in package.
- j. SKU or key word description of each item.
- k. Value of each item.
- l. Country of origin of each item (for mailings to Germany and France unless mailed using GPL-EU service and for Argentina, Australia, Brazil, Canada, Chile, China, Hong Kong, Mexico, and Singapore).
- m. Buyer's national identification or import number, where required by law (Brazil and Mexico).
- n. Postage and handling charge per order.
- o. Buyer's telephone number at delivery address (required for Mexico only).

#### 622.22 Fees for Exceptions

If the mailer does not meet the requirements in 622.21 such that when its packages are processed at a GPL processing facility and they have failed to transmit package data or the data is not complete or is corrupt or otherwise prevents the Postal Service from processing its packages, the Postal Service will charge the following fees for modifying corrupt data files sent by the mailer so that the mailer's packages can be processed and delivered:

Data Exception	Fees
Individual Package Lacks Data to Process	\$.30 per package for storage, per calendar day, for packages that the Postal Service is unable to process, plus \$1.50 per data exception scan.
No Data File Sent by Mailer	\$.30 per package for storage, per calendar day, for every package listed in the postage statement for that mailing.
File Sent by Mailer is Corrupt	\$50.00 per file modification, plus \$.30 per package for storage, per calendar day, for every package listed in the postage statement for that mailing.

**Note:** If data exceptions cannot be resolved within 5 business days, the associated packages will be returned to the mailer at a rate of \$5 per package. These fees will be deducted from the mailer's CAPS account and the Postal Service will send the mailer a monthly notice of these charges.

#### 622.23 Payment of Fees for Technical Support Services for Electronic Data Interchange Linkage and Manifesting

##### 622.231 General Technical Advice

The Postal Service will provide, at no cost, general technical advice to assist the mailer in establishing electronic data interchange links required in 622.21 and documentation and manifesting required in 623.43.

**622.232 Specific Technical Advice**

The Postal Service will provide the mailer, if desired, specific technical advice including but not limited to technical direction and support to establish such links or manifesting system changes in accordance with a binding written proposal prior to the commencement of the technical support services. The proposal will state the number of hours needed to provide the technical support at the rate of \$250 per hour. The Postal Service will charge the amount stated in the proposal, unless the mailer materially changes the nature and scope of the technical support provided.

**622.233 Payment**

The mailer will pay the Postal Service for such technical support in the manner and the time agreed to in the Global Package Link Service Agreement.

**622.3 Wholesalers****622.31 Definition**

Global Package Link mailers who do not originate their own packages, but act as intermediaries for others, are Wholesalers. Wholesalers must meet all requirements in 620, and must enter into the Global Package Link for Wholesalers Agreement with the Postal Service.

**622.32 Wholesalers' Responsibility**

Wholesalers are responsible for the contents of the packages mailed and must have an approved package security program ensuring that nonmailable or dangerous items are not mailed.

**622.33 Exclusive Use of the Postal Service**

Except as provided in this section, wholesalers must use the Postal Service exclusively for package delivery to all the countries for which they use Global Package Link service. Wholesalers are not required to use the Postal Service for packages that do not meet Postal Service size, weight, or mailability requirements or when the consignee requests delivery by another carrier.

**622.34 Customs Duties and Taxes**

Customs duties and taxes incurred for customs clearance in the foreign countries for which a wholesaler uses Global Package Link service are the responsibility of the wholesaler. All fines, fees, and penalties assessed as a result of inaccurate information or the attempted importation of goods that are prohibited or allowed only subject to special conditions are also the responsibility of the wholesaler.

**622.35 Eligibility**

Licensed wholesalers or consolidators of foreign postal administrations or direct competitors of the Postal Service domestically or internationally that provide expedited or parcel delivery services or air transportation services are not eligible to be Global Package Link wholesalers.

## 623 General

### 623.1 Special Services

The special services provided for in Chapter 3 are not available for packages sent by Global Package Link unless specifically provided for in 620 or the Individual Country Listings.

### 623.2 Customs Documentation

Customs documentation will be produced by the Postal Service from data transmitted by the mailer.

### 623.3 Size and Weight Limits

#### 623.31 Weight

The weight limits for Global Package Link service are 70 pounds for Argentina, Chile, China, and Germany; 66 pounds for Australia, Brazil, Canada, Japan, Singapore, the United Kingdom, and countries using the GPL-EU service; 64 pounds for Mexico; 55 pounds for France; and 44 pounds for Hong Kong. Oversize service is available to Japan. To use the GPL Premium Oversize service, the mailer must select it when choosing the class of service and use the corresponding GPL Premium Oversize rate chart.

#### 623.32 Size

All GPL packages must be large enough to accommodate the necessary labels and customs forms on the address side. The maximum length of a GPL package is 60 inches. The maximum length and girth combined is 108 inches. For GPL Premium packages to Japan where length is more than 60 inches up to a maximum length plus girth of 108 inches, the items must be mailed as GPL Premium Oversize. To use the GPL Premium Oversize service, the mailer must select GPL Premium Oversize service when selecting the class of service and use the corresponding GPL Premium Oversize rate chart. GPL Premium packages longer than 60 inches, up to length plus girth of 108 inches, will be returned to the mailer for remailing if GPL Premium Oversize service is not selected.

#### Exceptions:

<b>Germany</b>	Maximum size of a package is length 47 inches, height 23 inches, width 23 inches.
<b>Japan</b>	Standard packages weighing less than 1 pound: the maximum length is 24 inches with a combined maximum length, depth, and height of 36 inches.
<b>Australia</b>	Premium packages: Maximum size is 36 inches maximum length, and a maximum length and girth combined of 79 inches. Standard packages: Maximum size is 42 inches maximum length, and a maximum length and girth combined of 79 inches.

## 623.4 Postage

### 623.41 Rates

Rates vary by destination country as stipulated in 620 and the Individual Country Listings.

### 623.42 Postage Payment Method and Postage Statement

Postage must be paid by permit imprint or any other Postal Service-approved method. The mailer must submit a manifest listing and a complete and accurate postage statement with each Global Package Link mailing. Postage is reported on PS Form 3654, *Global Package Link Postage Statement — Permit Imprint*. If the entry office postmaster approves, a computerized-facsimile of the USPS form may be submitted provided that it has the same format as, and includes all information required by, the USPS form. Data fields may be omitted if they concern rates not being claimed for the mailing.

### 623.43 Documentation

Each mailing of Global Package Link packages must be accompanied by a manifest and other documentation in the form specified by the Postal Service.

### 623.44 Base Rates

The Postal Service will charge the base rates, in 1-pound increments, unless the mailer qualifies for the discounts in 623.441 by mailing more than 25,000 packages in a postal fiscal year. The discounts apply to mailings made during the following calendar year.

### 623.441 Discounts

Number of Packages	Discount
25,001 to 50,000	1%
50,001 to 75,000	2%
75,001 to 100,000	3%
100,001 and over	4%

### 623.442 Transportation Drop-Shipment Discount

A discount of 20 cents per pound applies to mail that is transported by the mailer to a designated GPL facility. To compute the discount, multiply 20 cents by the number of pounds per country and per service level.

### 623.443 USPS Transportation Charge

If a mailer's plant is located more than 500 miles from a GPL facility, and the USPS transports the mail, the mail is subject to an additional transportation charge of 40 cents per pound. To calculate the transportation charge, multiply 40 cents by the number of pounds per country per service level.

### 623.444 Surcharge

If a mailer does not send a combined volume of 10,000 packages to GPL destination countries in any year of mailing, an \$11 per package surcharge will be applied. The mailer must use the Premium level of service for all packages in any year it does not mail 10,000 GPL packages. The Postal

Service will review a mailer's volume annually after its first complete year of mailing, based on the previous 13 complete accounting periods of mailing. The surcharge will be effective 30 days thereafter.

## 624 Preparation Requirements

### 624.1 General Requirements

#### 624.11 Barcode

Every Global Package Link package must bear a barcode, in a format acceptable to the Postal Service, that identifies the package by a unique number. The mailer must place the barcode on the address side of the package.

#### 624.12 Addressing

See 122. The name and address of the mailer and of the addressee also should be recorded on a separate slip enclosed in the package.

#### 624.13 Sealing

Every Global Package Link package must be sealed by the mailer. Wax, gummed-paper tape, nails, screws, wire, metal bands, or other materials may be used as suitable. The seal must be sufficient to allow detection of tampering.

#### 624.14 Packaging

Every Global Package Link package must be securely and substantially packed. In packing, the mailer should consider the nature of the contents, the climate, and the delivery method. The Postal Service will determine whether the contemplated packaging is suitable prior to the mailer's use of Global Package Link.

#### 624.15 Nonpostal Documentation

Forms required by nonpostal export regulations are described in Chapter 5.

#### 624.16 Canada

In addition, customers using standard service to Canada whose mail originates in GPL processing facilities located in New York City, Buffalo, Chicago, Miami, or Dallas must apply a Canada Post Xpresspost product identification label.

### 624.2 Destination Country-Specific Requirements

Certain preparation requirements vary by destination country as stipulated in 620 and the Individual Country Listings.

## 625 **Acceptance**

### 625.1 **Acceptance Location**

A GPL mailing must be verified by USPS employees assigned to a detached mail unit (DMU) in the mailer's plant or at the origin post office service the mailer's plant, according to a schedule agreed to by the Postal Service and the mailer. After verification, the mailing may be transported to a GPL facility by either the mailer or the Postal Service.

### 625.2 **Transportation to GPL Facility by the Mailer**

The mailer will transport the packages as a drop-shipment to a GPL processing facility according to a schedule agreed to by the Postal Service and the customer. The mailer is eligible for a discount for drop shipment (see 623.442).

### 625.3 **Transportation to GPL Facility by the USPS**

For mailers who do not transport the mail as a drop-shipment, the Postal Service will transport the packages by truck to the GPL processing facility according to a schedule agreed to by the Postal Service and the customer. For mailers whose plants are located within 500 miles from a GPL facility, there will be no charge for the transportation. If the plant from which the GPL mailing originates is located more than 500 miles of a GPL processing facility the mailing is subject to a transportation charge (see 623.443).

## 626 **Services Available**

### 626.1 **Delivery Options**

Delivery options vary according to destination country, as set forth below.

### 626.11 **Premium Service**

Premium service is available to all countries except France and countries using the GPL-EU service. Packages sent through Premium service are transported to the destination country by air where they receive special handling and expedited delivery. The mailer can track Premium service packages through the GPL Web site as well as reports of delivery performance furnished to the mailer in the formats and at the frequencies agreed upon by the Postal Service and the mailer.

### 626.12 **Standard Service**

Standard service is available to Argentina, Australia, Canada, France, Japan, Mexico, Singapore, and the United Kingdom. Packages sent through Standard service are transported to the destination country by air (or, for Canada, a combination of air/ground) for delivery. The mailer can track Standard service packages through dispatch from the GPL processing facility for Japan and through delivery for Canada, Singapore, and the United Kingdom. In Mexico, Standard service provides for customer pickup of parcels at selected secured customer service centers with tracking to pickup.

**626.13 GPL-EU Service**

Under this service, packages will be transported to the United Kingdom for customs clearance. Once cleared, the packages will be delivered to the other countries in the EU with no further customs clearance required. There are two rate groups. Rate Group 1 includes Belgium, Denmark, France, Germany, Ireland, and the Netherlands. Rate Group 2 includes Austria, Finland, Greece, Italy, Luxembourg, Portugal, Spain, and Sweden. See the United Kingdom ICL for the rates.

**626.14 Economy Service**

Economy service is available to the United Kingdom. Packages sent through Economy service are transported to the destination country by air for delivery. Tracking is available through the hand-over to the global partner in the United Kingdom.

**626.15 Processing Facilities**

Global Package Link packages are processed at a designated Global Package Link processing facility. The Postal Service currently operates Global Package Link processing facilities at JFK International Airport in NYC and near or at airports in Dallas-Fort Worth, Chicago, Miami, Seattle, and San Francisco. Buffalo, NY, serves as a facility for Ground Gateway-Canada service only. Seattle also serves as a Ground Gateway-Canada facility. Other satellite facilities may be used as needed.

**626.2 Merchandise Return Service****626.21 Japan**

Merchandise return service is available from Japan. The mailer or the recipient is responsible for returning merchandise to the designated Japanese return center where packages will be opened and the contents consolidated for return to the United States. The mailer will receive a daily electronic notification of returns. Returned merchandise will be shipped to the mailer on a mutually agreed-upon schedule.

**626.22 United Kingdom and Countries Using the GPL-EU Service**

A return merchandise service is available to mailers that mail Global Package Link shipments to the United Kingdom and countries using the GPL-EU service. The returns agent will open and inspect the contents of each box and process it for return back to the United States. The returns agent may apply for a refund of duties and taxes from the United Kingdom Customs. The packages will then be sent to the mailer's designated center for returns in the United States. The return prices, per parcel, are detailed in the Global Package Link rate charts in the Individual Country Listings.

**626.23 Canada**

A return merchandise service is available to mailers that mail Global Package Link shipments to Canada. The mailer or Canadian recipient will be responsible for shipment costs back to the designated Canadian return center. The return center will open each box, inspect the contents, and

process it for return back to the United States, including applying to Revenue Canada for a refund of duties and taxes. Upon arrival in the United States, the parcels will be sent back to the mailer.

#### 626.24 **Germany**

A merchandise return service is available to Global Package Link mailers to Germany. The return service includes in-country shipping, processing, consolidation, and international air shipment and delivery to the mailers' designated address in the United States. In addition, the returns agent will apply for a refund of duties and taxes from German Customs. The returns prices, per parcel, are detailed in the Global Package Link rate charts in the Individual Country Listings.

#### 626.25 **France**

A merchandise return service is available to Global Package Link mailers to France. The return service includes in-country shipping, processing, consolidation, and international air shipment and delivery to the mailer's designated address in the United States. In addition, the returns agent will apply for a refund of duties and taxes from French Customs. The returns prices, per parcel, are detailed in the Global Package Link rate charts in the Individual Country Listings.

### 626.3 **Insurance and Indemnity**

#### 626.31 **Premium Service**

Packages sent through Premium service are insured against loss, damage, or rifling at no additional charge. However, they are not insured against delayed delivery. Indemnity payments are subject to the provisions of DMM S010 and S500. Neither indemnity payments nor postage refunds are payable for delayed delivery.

**Note:** Jewelry and precious stones mailed via Premium service to Canada are subject to a limit of \$500 indemnity.

#### 626.32 **Standard Service**

#### 626.321 **Canada**

Packages sent through standard service to Canada are insured for the declared value for up to \$100.00 (U.S.). Optional coverage \$100.00 to \$1,000.00 U.S. will be available for a fee of \$.90 per \$100.00 of insurance over the first \$100.00.

#### **Insurance for GPL Standard Service to Canada**

<b>Insured Amount Not Over</b>	<b>Fee</b>
\$ 100	No fee
200	\$ 0.90
300	1.80
400	2.70

<b>Insured Amount Not Over</b>	<b>Fee</b>
\$ 500	\$3.60
600	4.50
700	5.40
800	6.30
900	7.20
1000	8.10

**626.322 Mexico, United Kingdom, and Countries Using the GPL-EU Service**

Packages sent through Standard service to Mexico, the United Kingdom, and countries using the GPL-EU service are insured against loss, damage, or rifling at no additional cost. Indemnity payments are subject to the provisions in DMM S500. Standard service packages are not insured against delay in delivery. Neither indemnity payments nor postage refunds will be made in the event of delay.

**626.323 Singapore**

Packages sent through Standard service to Singapore may be insured at an additional cost (see 320). Standard service packages to Singapore are not insured against delay in delivery. Neither indemnity payments nor postage refunds will be made in the event of delay.

**626.33 Economy Service**

**626.331 United Kingdom**

Packages sent through Economy service to the United Kingdom may be insured at an additional cost (see 320). Economy service packages are not insured against delay in delivery. Neither indemnity payments nor postage refunds will be made in the event of delay.

**626.4 Customs**

**626.41 Customs Forms**

All necessary customs forms are automatically generated by the Postal Service's Global Package Link computer system. The Postal Service will print the necessary customs forms and affix them to the mailer's packages after the mailer-printed barcode on each package is scanned and correlated with the package-specific information transmitted electronically.

**626.42 Customs Clearance**

The Customs Pre-Advisory System (CPAS) electronically collects package-specific data to facilitate customs requirements in the destination country. For all destination countries, except China, Japan, Hong Kong, and Singapore, CPAS electronically advises agents in the destination country of the contents of each package and determines the duties and taxes for each item in the package. Recipients of merchandise must designate the Postal Service and its agents as the recipients' agents for customs clearance.

**626.421 Catalog Harmonization Services**

CPAS determines the applicable duties and taxes due in each destination country for each item based upon the international Harmonization Tariff Schedule (HTS) code assigned to each item mailed in a package. The Postal Service will provide the destination country customs agency with the HTS codes and applicable duties and taxes for each item.

**626.422 Information Provided by the Mailer**

Prior to the first mailing, the mailer must provide to the Postal Service the following required information electronically (preferred) or by printed copy and may provide the following optional information concerning the merchandise it will be sending:

- a. Required information:
  - (1) SKU and product name and description.
  - (2) Country of origin of each item (required for all countries except Japan and countries using the GPL-EU service).
  - (3) Product composition and characteristics.
  - (4) Catalog or product information sheets.
- b. Optional information:
  - (1) Existing full or partial HTS code for each item.
  - (2) Customs description of each item.
  - (3) The number of SKU items to be assessed duties and taxes.
  - (4) Digitized pictures (for Europe).
  - (5) Country of origin of each item for Japan and GPL-EU countries.

**626.423 Payment of Customs Clearance Services Fees**

- a. In each calendar year, the Postal Service will assign, at no cost to the mailer, the HTS code and applicable duties and taxes for 2,500 items. For all additional items, the Postal Service will charge the mailer for this service in accordance with a binding written proposal provided to the mailer prior to commencing the customs clearance service. The Postal Service will base its estimate upon whether and to what extent the mailer provides the required and optional information in 626.422. The proposal will state the number of hours needed to complete the customs clearance service process before the first mailing. The Postal Service will charge the amount in the proposal unless the mailer fails to provide the information it promised or the number of items assessed duties and taxes differs from the number estimated by the mailer. In that event, the Postal Service will charge the mailer for the number of hours needed to complete the customs clearance process at the rate of \$250 per hour.
- b. If the customs clearance process is not completed prior to a mailing, the Postal Service will provide one hour of customs clearance services each month at no additional charge. If the customs clearance process for such items takes more than one hour per month, and the Postal Service has completed the process for more than 2,500 items, the

Postal Service will charge the mailer for the number of hours needed to complete the customs clearance process at the rate of \$250 per hour.

- c. The mailer will pay the Postal Service for these services in a manner and within the time agreed to in the Global Package Link Service Agreement.

#### 626.43 **Payment of Customs Duty**

##### 626.431 **All Countries Except China, Japan, Hong Kong, and Singapore**

For all countries except China, Japan, Hong Kong, and Singapore, the Postal Service will arrange payment of customs duty on behalf of the recipient at the time the merchandise enters the country of destination. Any banking costs or foreign exchange fees applicable to the customs payments will be charged back to the mailer. The Postal Service will notify the mailer electronically of the amount of duty and fees paid, and the mailer will reimburse the Postal Service in a manner and within a time agreed between the mailer and the Postal Service. Because of the need to have funds available for customs at the time of clearance in Brazil, Chile, and Mexico, mailers must make an advance deposit prior to the first mailing to cover anticipated duties and taxes in addition to postage. For subsequent mailings, this account must be replenished by the mailer after the actual amount of duties and taxes are assessed. The mailer is responsible for collecting duties and taxes from the recipient. (This can be done when payment for the order is made.) For Mexico, GPL mailers will pay customs the day after the shipments arrive in customs, through a preauthorized Automated Clearinghouse debit program (ACH). GPL mailers must agree to allow the USPS to debit their designated bank account through the ACH debit program to pay these charges.

##### 626.432 **China, Japan, Hong Kong, and Singapore**

For China, Hong Kong, Japan, and Singapore, any customs duties and fees will be collected from the recipient at the time of delivery.

## 630 **Postal Qualified Wholesaler Program**

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### 631 **Description**

The Postal Qualified Wholesaler Program of the United States Postal Service establishes relationships between the Postal Service and wholesalers of international mail so that the business of both parties is increased through worksharing and volume pricing. Any Postal Qualified Wholesaler using a representative or agent must ensure that the representative or agent adheres to the same rules and regulations of the Postal Qualified Wholesaler Program when preparing and tendering qualified international mail to the Postal Service.

### 632 **Pricing**

A Postal Qualified Wholesaler will receive rates from the Postal Service, including applicable volume rates or an International Customized Mail rate, if

special circumstances warrant, for any available service offered by the Postal Service for its use in submitting bids to customers.

## 633 **Qualifying as a Wholesaler**

### 633.1 **Letter of Request**

Any company desiring to be a Postal Qualified Wholesaler must submit a letter of request to:

MANAGER CUSTOMER SOLUTIONS  
INTERNATIONAL BUSINESS  
US POSTAL SERVICE  
1735 NORTH LYNN STREET  
ARLINGTON VA 22209-6021

The letter must demonstrate how a company meets the criteria listed in 633.2. The company must certify that it is not disqualified from being a Postal Qualified Wholesaler under the guidelines listed in 633.3 and state that it agrees to all of the terms and conditions of the Postal Qualified Wholesaler Program. The Postal Service will make the final determination of who shall be a Postal Qualified Wholesaler.

### 633.2 **Criteria**

The wholesaler:

- a. Must have a minimum of one year of experience as an international or domestic mail consolidator, presorter, or letter shop.
- b. Must have realized at least \$1 million in gross international revenues with the Postal Service in the most recent calendar year for services it provided in connection with mail that originated in the United States.
- c. Must use permit imprint under the postage mailing systems in *Domestic Mail Manual* (DMM) P710, P720, and P730 for international mail. The wholesaler may use its own permit or that of its customers. If the wholesaler uses the customer's permit, then the wholesaler and its agent must specify to the Postal Service the permit numbers used and provide an additional itemized report identifying the volume and revenue for each international mailing.
- d. Must have the ability to collect international mail at customers' facilities on a daily (Monday through Friday) basis. If the wholesaler and its agent provide pick-up of mail on Saturdays, Sundays, and/or holidays, it must state those days it provides pick-up service.
- e. Must perform the actual handling and preparation of the international mail prior to tendering to the Postal Service in accordance with the applicable mail makeup requirements, maintain a processing facility and staff to provide the services described herein, and state the address and square footage of the facility and the number of persons employed who are involved in the handling and preparation of international mail.

- f. Must have experience, capability, and knowledge to presort, pouch, or otherwise containerize the customer's international mail per the Postal Service requirements for any available service offered by the Postal Service.
- g. Must have the ability to transport and tender the international mail to an agreed-upon Postal Service acceptance point.
- h. Must give at least the following percentages of its gross revenue from international mailing to the Postal Service:
  - (1) First year of qualification: At least 75%.
  - (2) Second year of qualification: At least 85%.
  - (3) Third year and subsequent years of qualification: At least 90%.
- i. Must be familiar with or take steps to comply with the Malcolm Baldrige National Quality Award Program and/or ISO 9000 certification. If a wholesaler has ISO 9000 certification, it must state the date of such certification and provide a copy of its certification award to the Manager, Postal Qualified Wholesalers.

**Note:** Any Postal Qualified Wholesaler using a representative or agent must ensure that the representative or agent adheres to the rules and regulations of the Postal Qualified Wholesaler Program when preparing and/or tendering qualified international mails to the Postal Service.

### 633.3 Disqualification

Any wholesaler will be disqualified as a Postal Qualified Wholesaler if it does not meet any of the following conditions:

- a. Must first recommend Postal Service services to its customers who request international mailing services.
- b. Must use the level of Postal Service international service that the customer requires and for which the customer has paid.
- c. Neither the wholesaler, a subsidiary, an affiliate, an agent, nor a parent company can be:
  - (1) On the List of Parties Excluded from Procurement Programs of the Postal Service and the United States Government.
  - (2) A licensed wholesaler or consolidator of any foreign postal administration, or owned by or a division of any foreign postal administration.
  - (3) A direct competitor of the Postal Service domestically or internationally that provides expedited or parcel delivery services or air transportation services.
  - (4) Must not be in arrears for any amount due to the Postal Service.
- d. Gross revenue from non-Postal Service mail included in 633.2h does not include revenues which the wholesaler, a subsidiary, an affiliate, or a parent company receives for remail when the wholesaler's customer selects the remail service and directs the wholesaler to use the remail service.

- e. The wholesaler shall describe any value-added services provided in addition to collection, sortation, and tendering of international mail. For any value-added service, the wholesaler must state how it meets the requirements of 633.2e and must specify if the value-added services are completed in-house or are subcontracted.

## 634 **Benefits**

### 634.1 **Qualified List**

The Postal Service will maintain a list of Postal Qualified Wholesalers. The list shall be distributed upon request to any person who indicates a need for an international wholesaler. The list shall include all services that the wholesaler provides in addition to collection, sortation, and tendering of international mail.

### 634.2 **Preapproved Advertising**

A wholesaler may state that it has been qualified as a Postal Qualified Wholesaler of the Postal Service. Any use of the Postal Service logo or any Postal Service trademark or advertising material, including letterhead and stationery, stating that the wholesaler has been qualified by the Postal Service must be approved in advance and in writing by the Manager, Postal Qualified Wholesalers.

### 634.3 **Right of First Refusal**

Postal Qualified Wholesalers must give the Postal Service the first opportunity to handle any international mail originating in the United States that it receives from its customers. This includes giving the Postal Service the first opportunity to quote prices for handling mail that is the subject of a formal or informal request for proposals or quotes from a customer. If the services of a wholesaler are needed, the Postal Service may request competitive bids from all Postal Qualified Wholesalers when it quotes prices for handling international mail that is the subject of a formal or informal request for proposals or quotes from a customer.

## 635 **Length of Qualification**

### 635.1 **Approval Period**

Each wholesaler will be qualified for a period of two years. At the end of that two-year period the Postal Service must again qualify the wholesaler.

### 635.2 **Disqualification**

If the Postal Service discovers at any time, by whatever means, that the wholesaler has not complied with any of the terms and conditions herein, the Manager, Postal Qualified Wholesalers will send the wholesaler written notice via Express Mail that it has not complied with these terms and conditions and that it will be stricken from the list of Postal Qualified Wholesalers. The wholesaler will have three business days to respond in writing via Express

Mail to the Manager, Postal Qualified Wholesalers that it should not be removed from the list and the reasons why it should not be stricken. The Postal Service will render its decision on the objection within five business days after its receipt.